

COMMITTEE REPORT

COMMITTEE: Development & Planning (D&P)

CHAIRPERSON: Diane Gallagher, Chairperson

DATE/TIME: August 27, 2024 at 5:30 p.m.

PRESENT:

☒ Diane Gallagher

☒ Lynn Gallagher

☒ LaDon Trost

☒ Steve Endress

☒ Bob Heuerman

☒ John Lang zoom

☒ John Schultz

☒ Michael Dittmar

A quorum was established.

Other Board members: Dianne Allendorf

Others: Angela Kaiser, Tessa Moore, Melissa Soppe, Melissa Hammer, Tammy Cahill and David Schmit.

1. Approval of Minutes –

- a) Review and approve minutes for the July 23, 2024 Development & Planning Committee meeting – **Schultz made a motion to approve the minutes for the July 23, 2024 Development & Planning Committee meeting. Seconded by L. Gallagher and motion passed following a voice vote resulting in all Ayes.**

2. Citizens' Comments – None.

3. Unfinished Business

- a) FY2023/FY2024 Strategic Goals and Plans – The strategic goals and plans were very briefly reviewed. D. Gallagher wanted to let the committee know that a priority of the committee's, is to simplify the present Zoning Ordinance.
- b) Discussion and possible action on \$100,000 grant program to small businesses (Small Business Economic Development Grant Program) – Dittmar spoke about his possible grant program that he is presenting to the committee. There are so many people out there that want to leave the county so they can start their businesses elsewhere nearby. We need to have some incentives for business owners, and entrepreneurs that want to start a business in Jo Daviess County. David Schmit, NWILED, talked about the possibility of having this money go to NWILED and/or having the County create a fund for NWILED. Schultz commented that he would want this set up as a pilot program. There are a lot of ideas out on the table considering the beneficial impact that it would have on residents of the County. Hammer had some questions. She made a point of asking why there would be another program rolled out if we don't use the entire program we have now regarding the revolving loan fund. Dittmar spoke about a couple of businesses that wanted to start up in the County. There were no incentives to do so. David Schmit also talked about the Revolving Loan Fund that the County has. He would like to keep that fund. He explained to the committee, the Genz Fund. There was great discussion. They will bring more discussion and ideas to the table at next month's meeting.
- (i) Fund 018 Economic Development Investment Fund line item 018-46177-908 Scheduled Loan Expense – There was some discussion on this item and questions on what this line is actually used for. There would need to be some research done on this to clarify this money can't be used for anything but economic development. Even the idea of doing some marketing and drafting up a letter to councils, was discussed.
- c) Discussion and possible action on a Start Home Down Payment Loan Program – There was a lot of great discussion. This is still in the beginning of the planning stages, but a lot of brainstorming has been done and continues to be. This would help keep residents here.
- d) Retrospective of Committee minutes – July – September 2023 review by L. Gallagher – Lynn Gallagher gave a retrospect of Committee minutes from July to September 2023.

4. New Business

- a) Interim Staffing Plan – Melissa Soppe explained to the Committee, the duties she has taken on since the Planning & Development Administrator left last month. She has a lot on her plate and she is trying to prioritize the best she can. Soppe spoke about the history of the department and the turnover of staff at different times. The Committee discussed reposting the Planning & Development Administrator position and adding a cutoff date as to when applications will stop being accepted. D. Gallagher went on to speak about the needs of the office. Schultz talked about getting a part-time Compliance Officer. There was also discussion on making the part-time Administrative Assistant position, into a full-time position. Currently, the position splits their time between the P&D office and NWILED. Schmit said that while they are given a contribution in kind of 50% of the assistant's time, she really only works on the NWILED duties about 10% of the time. There was more discussion regarding the County's contribution to NWILED and whether it would be better to potentially make the Administrative Assistant full-time with the County, and for the County to give a set donation annually to NWILED in lieu of the 50% administrative assistance/contribution in kind.

5. Reports

a) **Building & Zoning**

- (i) Monthly Report – Melissa Soppe, Interim Planning & Development Administrator, presented her report that was included in the packet. The permit data for the past twelve (12) months was included in the packet and was shown in five different charts. In July, 32 building permits were issued with a total construction value estimate of \$2,977,218. Permits included four new homes, five accessory structures, eight additions and/or decks and eight renewable energy. Mid-year comparisons reflect 28 new homes permitted since January 2024 compared to 19 new homes at this time last year. There have been 35 accessory buildings, 21 building additions, 15 decks and 50 residential solar. Total estimated construction value since January 2024 is \$27,101,905 compared to \$14,079,120 at this time last year. Also included in the packet were the building permit inspection listing. The office has also received information from the Sheriff's Department to review a complaint on 78 Roosevelt Drive in East Dubuque. They have allegedly been renting on a short-term basis without a license. Soppe will be working with State's Attorney Christopher Allendorf on the next steps.

b) **Economic Development**

- (i) NW Illinois Economic Development Monthly Report – David Schmit, NW Illinois Economic Development Executive Director, reviewed his report that was included in the packet. One thing he spoke about was the Genz Small Business Development Fund award event that was hosted in Elizabeth. Since first awarded in 2020, a total of \$53,302 has been dispersed through the fund; all of which has gone to Jo Daviess County businesses. Manufacturing and Trades Day is scheduled for October 3rd of this year. Also included in the packet, was NWILED's newsletter for August of 2024, which spotlights manufacturers and makers in Carroll and Jo Daviess Counties.

c) **Blackhawk Hills Regional Council**

- (i) Diane Gallagher provided a report that was included in the packet.

d) **LRA information from posted minutes** – Diane Gallagher reported on the minutes from the most recent LRA meeting.

6. **Citizens' Comments** – Kaiser spoke a little on the County Administrator position and duties that she will be fully taking over as Interim County Administrator, by the end of this week. She has been very busy and was thanked for her leadership. She also thanked Financial Administrative Manager, Tessa Moore, and Treasurer, Melisa Hammer.

7. **Board Member Concerns** – Schultz spoke about the Foreign Trade Zone. He is concerned. Endress thanked Interim Administrator Angie Kaiser and Treasurer Melisa Hammer for taking on extra while we are in the process of searching for a new County Administrator. Dittmar thanked everyone for the productive conversations. Heuerman said that he felt it was a really good

meeting here and there is a lot to digest. Trost talked about how informational the meeting was and introduced Kaiser as the Interim County Administrator.

8. Adjourn

The next regular Development & Planning Committee meeting will be Tuesday, September 24, 2024 at 5:30 p.m.

The meeting adjourned at 8:17 p.m. following a motion made by Schultz and seconded by Heuerman. Motion passed following a voice vote resulting in all Ayes.